Workforce Training and Education Coordinating Board

Student Data Reporting System User Guide 2013

Last updated 9/25/13

Workforce Training and Education Coordinating Board
Student Data Reporting System

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Introducing New Student Data Report System
A secure and efficient way to submit your data

Welcome to the Workforce Training and Education Coordinating Board (Workforce Board) new online Data Report System (WBDRS), where you can submit, edit and review your Annual Student Data Report.

This new system makes it easier for you to provide your required information to the Workforce Board. It also makes the information you submit more secure, easier to retrieve, and more accurate.

The new system takes advantage of encryption technology that allows for a more secure file transfer. This helps keep your student records and personally identifiable information private and safe.

The new system also helps ensure data you submit is error-free. By standardizing codes, program titles and data types, the system is able to automatically check the information you send and uncover common problems, like invalid dates. This helps eliminate costly, time-consuming corrections, and boosts data quality.

> *Reporting requirements*
> *All schools licensed by the Workforce Board and all training providers who are on Career Bridge as an Eligible Training Provider are required to provide student data.*

Why a new system is needed
The need for an improved reporting system has existed for many years. Nearly half of all submitted data files had at least one issue with data quality. The process of checking and validating each file often took several months and could cost as much as $20,000. In 2013, the Workforce Board began working with a contractor to solve these and other problems by creating a new online data system. The project was funded through an American Recovery and Reinvestment Act grant from the U.S. Department of Education. The new system is expected to save the agency as much as $30,000 each year in data processing costs.

Data Is due each year
You must submit your Annual Student Data Report by a set due date each year. If necessary, request an extension.

User guide takes you through the system step by step
The following pages will take you through the new student data reporting system, showing you how to submit the data, how to check for errors, and how to make any changes. We think you'll find it useful.

Need help right away?
If you have questions and cannot find the answers in this guide, call us at (360) 709-4611 or email at datareporting@wtb.wa.gov. Expect a response within one business day.

How to Register and Log In

To start your Annual Student Data Report, edit it, or view it, you'll need to log in. But first, you will need to be authorized as a registered user. (See box at right.)

1. Start with a temporary password
Use **Password#1** (First letter capital "P," "#,"no spaces)
This temporary password lets you log in.

2. Next, change your password
After logging in, you must CHANGE your password to a new, unique password that is at least 10 characters long and provides the right number of special signs, numbers, upper and lower case letters.

3. Confirm your changed password
After creating your new password, you will need to type it in again under "Confirm New Password."
After typing in your new password for the second time, you MUST click the "Change Password" button at the bottom of the screen. You're done!
Note: If using Internet Explorer, this area may be hidden by a popup at the bottom of your screen.

SMART TIP: Save your user name and password in a secure location. While the Workforce Board will maintain a list of user names, we will not maintain a list of passwords.

How do I become a registered user?
To get this authorization, you must submit a User Authorization Form to the Workforce Board. This helps ensure the security of the data you submit.

Who, and how many, registered users?
If your school or program has more than one location, each location may have a separate user. Or choose one user for all locations.

New to WBDRS? Email or call the Workforce Board for login or authorization information.

Email us if you forget your user name or need a password reset.

Forgot your username or password?
If you are the registered user and forget your password, contact the Workforce Board for a temporary password. You will be required to change the temporary password to a new and unique password. The Workforce Board does not assign permanent passwords, nor do we store your password.

Review past reports or start new one

After logging in, you're on the Home page. Here's where to find your "Account Profile" and "Current Report" start page. You can also get information about recent data reports, instructions for the upcoming report, and summaries of past reports.

Account Profile link: School and user address, phone number, and email information.

Current Report: Get it by clicking on blue sidebar or hyperlink.

Search   Account Profile

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Pima Medical Institute - Seattle
Seattle, WA
Licensed by the Workforce Board
On Eligible Training Provider List

Current Data Report

2011-2012 Student Data Report for students trained between July 01, 2011 and June 30, 2012
Due Date: November 15, 2012 *Your report is 154 days overdue. Request Extension*

View Instructions

Start your current report

Data Report Summaries

View your past student data reports and summary statistics.
Student Data Report 07/01/2010 - 06/30/2011

View Your Account Profile

Does your school have the correct address and phone number? Is your registered user information up to date? First, click the "Account Profile" link to view your information. Then, click on the Edit Pencil to make changes.

Your School
Anycity, WA

Training Provider Locations

Seattle
Physical Address   12345 E Pike St.
                        Seattle, WA 98101
Phone   (206) 678-0824

Training provider main location and phone number

Edit

Registered User(s)

Name   Data Contact Name
Title   Operations Manager
Mailing Address   12345 E Pike St.
                      Seattle, WA 98101
Email   datacontactemail@domain.edu
Phone   (206) 678-0824

Training provider registered user information

How do I change the registered user or update my email address?

Need to make other changes? Contact us.

SMART TIP: To edit/update your information, click on the Edit pencil on the right hand side. Once you click the Edit pencil you can update the registered user information and make changes.

Save your changes

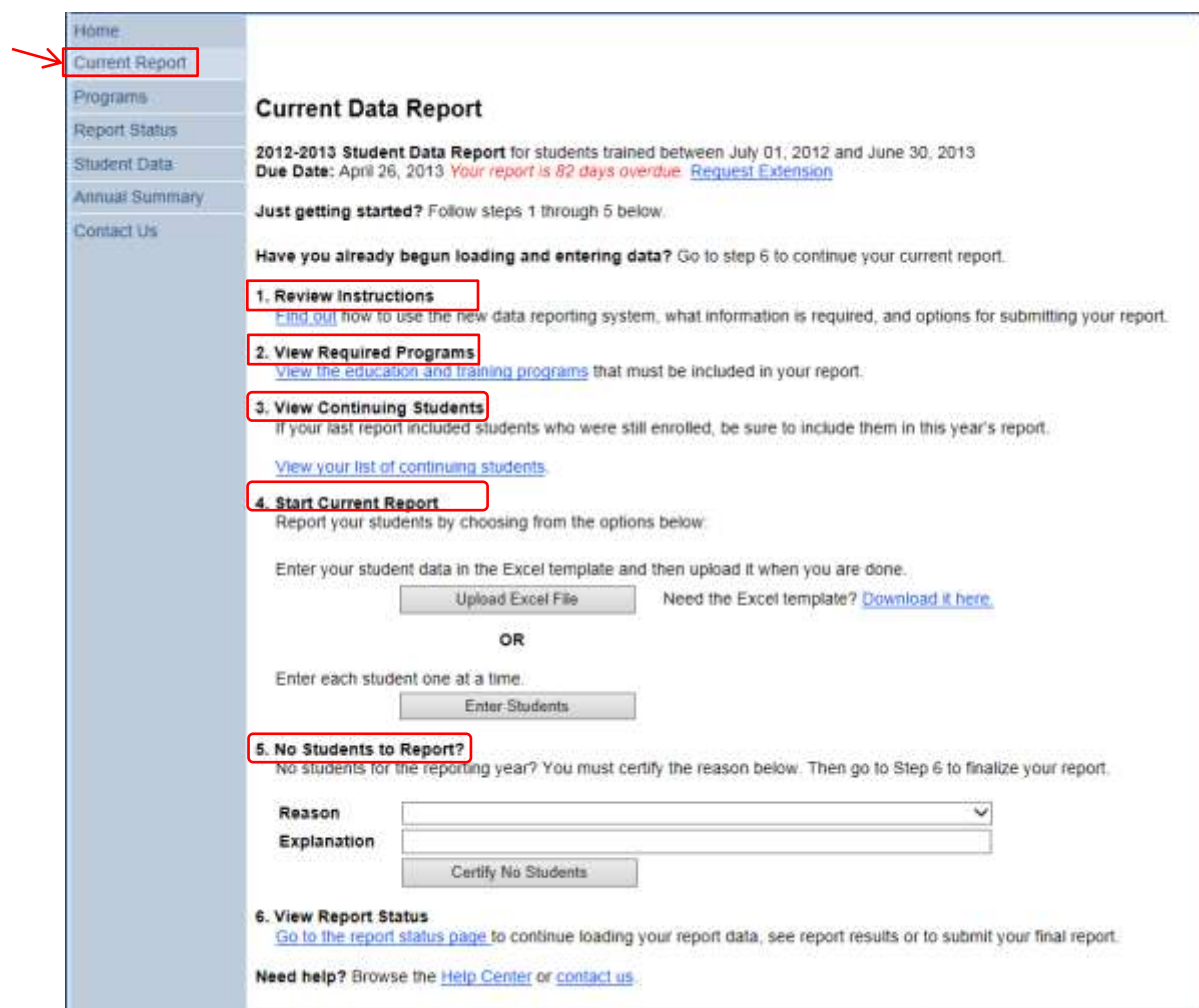Click on the Save symbol once you've made changes. Hint: It looks like a computer disc!

Registered User(s)

Name			
Title	Data Contact Name		
Mailing Address	12345 E Pike St.		
	Seattle	WA	98101
Email	Contact email		
Phone	(206) 678-0824		

Save →

Step 3　　**Start a Current Data Report**

The **Current Report** page is where to start or continue a student data report. To start a new report, follow STEPS 1 through 5.

Home
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Programs
Report Status
Student Data
Annual Summary
Contact Us

Current Data Report

2012-2013 Student Data Report for students trained between July 01, 2012 and June 30, 2013
Due Date: April 26, 2013 *Your report is 82 days overdue* Request Extension

Just getting started? Follow steps 1 through 5 below.

Have you already begun loading and entering data? Go to step 6 to continue your current report.

1. Review Instructions
Find out how to use the new data reporting system, what information is required, and options for submitting your report.

2. View Required Programs
View the education and training programs that must be included in your report.

3. View Continuing Students
If your last report included students who were still enrolled, be sure to include them in this year's report.

View your list of continuing students.

4. Start Current Report
Report your students by choosing from the options below:

Enter your student data in the Excel template and then upload it when you are done.

[Upload Excel File]　　Need the Excel template? Download it here.

OR

Enter each student one at a time.

[Enter Students]

5. No Students to Report?
No students for the reporting year? You must certify the reason below. Then go to Step 6 to finalize your report.

Reason　　[　　　　　　　　　　　▼]
Explanation　　[　　　　　　　　　　　]

[Certify No Students]

6. View Report Status
Go to the report status page to continue loading your report data, see report results or to submit your final report.

Need help? Browse the Help Center or contact us.

SMART TIP: Already started loading data? Go directly to step 6 to continue loading, see your results, or submit your final report.

Current Report page: Steps for submitting the Current Student Data Report

1. **Review Instructions—Find out which codes and students to include**

   You will need to carefully follow instructions when filling in the Excel template or student data form. If your report has errors, the system will not allow you to submit your final report. You can avoid these problems by clicking the "Review Instructions" link and code sheet to find out more about each data element, along with the particular codes and students to include. After you've done this, move ahead to the next step.

2. **View Required Programs—Find out which programs to report on**

   Any program on Career Bridge or on a training provider's private vocational license must be included in the report. The "View Required Programs" link will show a list of these programs, for each report year. The list includes any programs, and the associated award type and training location, licensed by the Workforce Board or listed on Career Bridge/ETP at any time during the July 1 to June 30 reporting year. This page also shows the ETP status, as of June 30, and any alternate programs titles that have been used in prior student data reports, for each program.

   SMART TIP: The blue "Programs" link on the left navigation bar also opens this page.

   ### Programs Included in Data Report
   These programs were either on Career Bridge as ETP-eligible or licensed as Private Vocational School programs during reporting year.

   Report Year [2012-2013 ▾] [Search]

   [Print] [Export]

Program Name	Award Type	Location	ETP Status	Alternate Program Names
Administrative Billing and Coding	Certificate	Seattle	Eligible	
Dental Assistant	Certificate	Seattle	Eligible	Dental Assistant - Core
Dental Hygiene	AAS	Seattle	Eligible	
Health Care Administration	AAS	Seattle	Eligible	
Medical Administrative Assistant	Certificate	Seattle	Eligible	
Medical Assistant	Certificate	Seattle	Eligible	Medical Assistant - MDA - Back Office Only
Mortuary Science	AAS	Seattle	Eligible	
Pharmacy Technician	Certificate	Seattle	Eligible	
Phlebotomy Technician	Certificate	Seattle	Eligible	
Physical Therapist Assistant	AOS	Seattle	Eligible	
Radiography	Associate of Occupational Science	Seattle	Eligible	
Veterinary Assistant	Certificate	Seattle	Eligible	Veterinary Technician, VeterinaryAssistant
Veterinary Technician	AOS	Seattle	Eligible	Veterinary Assistant, VeterinaryTechnician

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3. **View Continuing Students—Include students enrolled at the end of previous period**

   All students considered enrolled at the end of the previous report period will also show on this report. That's because even though these students were included in the previous year's report, they must be included again in the current report.

   NOTE: For the 2012-2013 report, continuing student data is not available because the reporting system is new. For this year, you will need to go into your own records to retrieve this information.

How to export your Continuing Student report into Excel file

Want a record of the students still enrolled at the end of the previous reporting period? Click the "Export" button in the upper right hand side to download this data into a new Excel file. You can then copy and paste this information into the current report.

Note: SSNs and birthdate information will show here. SSN is encrypted for security purposes.

4. **Start Current Report**:
   You have TWO options for creating a new student data report.

OPTION ONE: You may enter student data using the new downloadable Excel template. You must download and use the new Excel template. No other Excel sheets will work. (See box.) This method works well for training providers with many students to report. Once you upload the file, it will be checked for errors. The system will inform you of any corrections you need to make before you are allowed to submit the file to the Workforce Board.

CAUTION! The only spreadsheet that will work with WBDRS is the _new_ downloadable template. Any other spreadsheet, whether created by the Workforce Board or an individual training provider, will not upload.

Excel file instructions…continued: Student data may be copied from any other spreadsheet and saved in the new Excel template. You can save it with any filename you prefer. Once the Excel file is complete, return to WBDRS, navigate to the Current Report page and click the "Upload Excel File" button. On the next screen, browse to the Excel file on your computer and click "Upload Data."

> **CAUTION:** All data must be in **one worksheet**, in **one file**. Multiple files and multiple worksheets cannot be uploaded. If you upload a second file, it will overwrite data uploaded in the previous file.

During the upload, the file is run through a preliminary error check. The upload results in a confirmation message letting you know if the upload succeeded or failed. Certain errors will cause the upload to fail. These errors include:

- Using a form other than the WBDRS Excel template.
- Location, Program Title and/or Award Type data in the uploaded file does not match exactly the program information in the WBDRS system. Refer back to the "Programs" page to verify exact spelling and spacing. Then review the Excel file to ensure all information matches. If you continue to get error messages while uploading the Excel file, contact the Workforce Board to resolve the issue.

Once the file has successfully uploaded, the user still needs to check for and correct any errors, and then certify and submit the final report.

Go on to **Step 4** on Page 10 to learn how to check for any additional errors and then certify and submit your final report.

OPTION TWO: The second option for reporting student data is to enter each student individually by clicking the "Enter Students" button on the Current Report page.
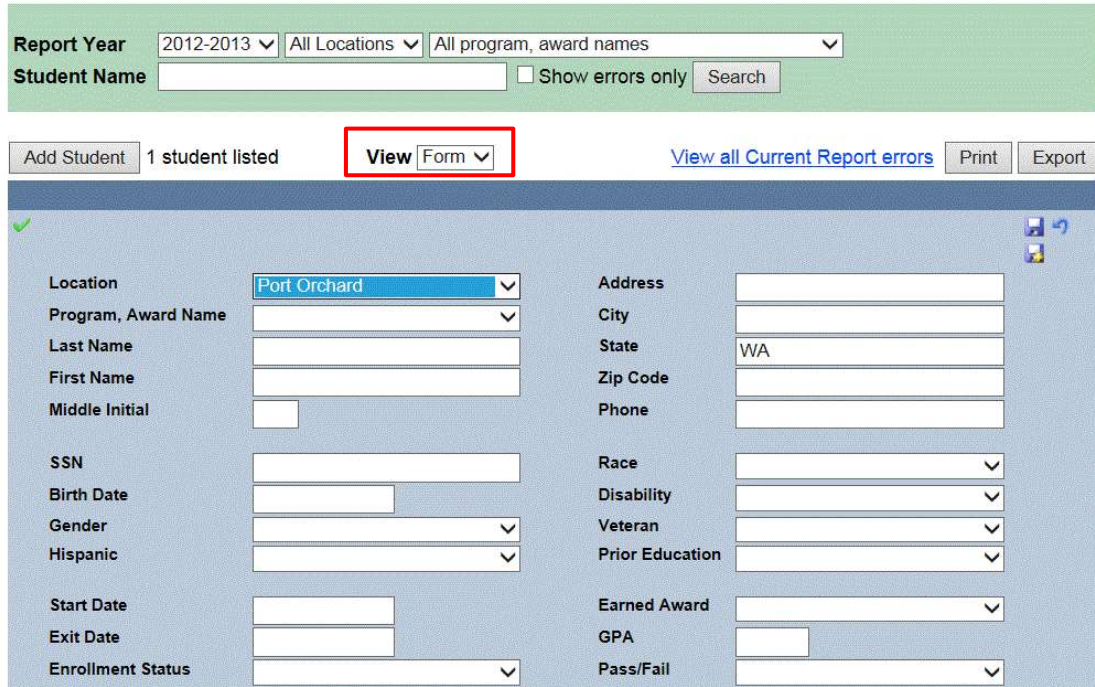

This takes you to the Student Data page where you may enter data manually, student by student.

Student Data

Enter or edit student records below. Click the "Add Student" button to start entering student information.

If the reported information is free of errors, a ✔ shows next to the record. A ❗ means there is at least one error in the row. Click on the 🖊 to see the errors and to edit the row. Once you are done editing, click the 💾 to save the record.

If you have a large number of errors, you can edit them in your original Excel file and upload a new copy. This will overwrite the data that is currently in the report system.

Report Year	2012-2013 ▾	All Locations ▾	All program, award names ▾
Student Name		☐ Show errors only	Search

Add Student   1 student listed   **View** Form ▾   View all Current Report errors   Print   Export

✔

Location	Port Orchard ▾	Address	
Program, Award Name	▾	City	
Last Name		State	WA
First Name		Zip Code	
Middle Initial		Phone	
SSN		Race	▾
Birth Date		Disability	▾
Gender	▾	Veteran	▾
Hispanic	▾	Prior Education	▾
Start Date		Earned Award	▾
Exit Date		GPA	
Enrollment Status	▾	Pass/Fail	▾

Two Student Data view options:
There are two types of form views to choose from: The default when you choose to "Enter Students" is the "Form" view, which shows one student at a time. To view the form as one wide row, click on the "View" dropdown and choose "List." When entering or editing data, the form will show only one student record at a time.

5. **No Students to Report:**
   Training providers are required to submit a report for <u>all</u> private pay or WorkSource-funded students enrolled at any time during the reporting year. If no students at all were trained in any required program, go to #5 and select from the list of reasons why you have no students to report. If you have a reason other than those in the list, you may choose the "Other" option and enter an explanation as to why there are no students. Next, go to #6 and certify that the report is correct and submit it to the Workforce Board. That is all you need to do.

5. No Students to Report?
No students for the reporting year? You must certify the reason below. Then go to Step 6 to finalize your report.

Reason	
Explanation	Did not offer training
	Full tuition paid by training provider for all students (non-profit organizations only)
	No private pay students trained
	Offered training, but no students enrolled
	Other (needs explanation)

6. View Report Status

6. **View Report Status**

Go to the Report Status page after you have uploaded your Excel file or entered students. Here you can view report results, check for and correct errors, and submit the final report. You'll find a link to this page on the left hand navigation sidebar. Below is an example of a page that is showing errors and requesting reasons for no data.

View Report Status and Error Check Results

Report Status
Select a report year to view the results of the student data report.

Report Year 2012-2013 ✔ | Search

Reporting Activity

Add Status

Status	Date	Name	Note
Draft	07/15/2013	Contact2 Test	

Programs Reported
The list below shows your report results for each program. "Passed Edits" means your report for the program passed the initial error check. An "Error" link will show you the list of student records that include errors. You can fix errors using the student list, or fix them in your original Excel file and re-upload it. The new file will overwrite the current data.

If no students were reported for a program, you must certify the reason by clicking on the pencil at the far right and selecting a reason from the list.

View all current report errors

Program, Location	Count	Program Report Results		
12 Month Contemporary Wooden Boatbuilding, AOS - Port Hadlock	4 students	Errors		
12 Month Traditional Large Craft Construction, AOS - Port Hadlock	0 students	No students	Reason is required.	✎
12 Month Traditional Small Craft Construction, AOS - Port Hadlock	2 students	Passed Edits		
9 Month Contemporary Wooden Boatbuilding, Diploma - Port Hadlock	0 students	No students	Reason is required.	✎
9 Month Traditional Large Craft Construction, Diploma - Port Hadlock	0 students	No students	Reason is required.	✎
9 Month Traditional Small Craft Construction, Diploma - Port Hadlock	0 students	No students	Reason is required.	✎
Comprehensive Sailmaking and Rigging, Certificate - Port Hadlock	1 student	Errors		
Total	7 students			

Once you have passed all edits and you are certain that your report is correct, certify and submit your report.
☑ I certify this report is correct.

Submit Report | Cannot submit report until all errors are resolved.

Questions? Contact us and we will be happy to help.

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Three common places to make mistakes…so watch out!
When you upload files through the Student Data Form they are automatically checked for errors. Avoid errors by reviewing the Data Reporting instructions. Follow them carefully. In particular, be sure your dates are valid and new information matches information on the "Programs" page in three key areas:

1. Program Title.
2. Award Type.
3. Locations.

The **Reporting Activity** section shows the current status of the report. "Draft" means the report is still being worked on and has not yet been submitted to the Workforce Board. "Not started" means that the report has not been started yet and no data or file has been entered.

Reporting Activity

Status	Date	Name	Note
Not started			

The **Programs Reported** section shows the number of students reported and results of error checking.

Programs Reported
The list below shows your report results for each program. "Passed Edits" means your report for the program passed the initial error check. An "Error" link will show you the list of student records that include errors. You can fix errors using the student list, or fix them in your original Excel file and re-upload it. The new file will overwrite the current data.

If no students were reported for a program, you must certify the reason by clicking on the pencil at the far right and selecting a reason from the list.

View all current report errors

Program, Location	Count	Program Report Results		
12 Month Contemporary Wooden Boatbuilding, AOS - Port Hadlock	4 students	Errors		
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12 Month Traditional Small Craft Construction, AOS - Port Hadlock	2 students	Passed Edits		
9 Month Contemporary Wooden Boatbuilding, Diploma - Port Hadlock	0 students	No students	Reason is required.	✏
9 Month Traditional Large Craft Construction, Diploma - Port Hadlock	0 students	No students	Reason is required.	✏
9 Month Traditional Small Craft Construction, Diploma - Port Hadlock	0 students	No students	Reason is required.	✏
Comprehensive Sailmaking and Rigging, Certificate - Port Hadlock	1 student	Errors		
Total	7 students			

Passed Edits	All the student records entered for the program have passed the error check.
Errors	The system found some errors in the uploaded data file. Click on the "Errors" link next to a program to view a list of the student records with errors.
View all current report errors	Lists the name of each student with errors, and describes the error. This information can be exported and printed out, to help the user find and fix errors.
Count	Shows the number of students reported for each program.
No students	The system did not find any students in the report where the data in the Location, Program Title and Award Type columns of the Excel template match the location, program and award type listed in the system.
Entering a reason for no students	If no students were enrolled in a program, a reason must be entered by clicking on the Edit pencil and choosing from the list of reasons. An OPTIONAL "Explanation" box will also appear.
Three common errors that result in "no students" and how to fix these errors	"No students" will also show if one or more of these columns (Location, Program Title, Award Type) are blank or do not match the program information in the system, for all students reported for the program. This results in blank student records for all three of these columns. To fix this, check the Excel file and correct the Location, Program Title and Award Type to exactly match the information shown in the Programs list.

SMART TIP: Errors must be corrected and reasons entered for "no students" before a report is submitted.

Types of Errors

- Invalid data (start dates after exit dates, dashes in SSN, missing exit date for a completer, date out of range, typos in date field).
- Location, Program Title, Award Type do not match information in the WBDRS system.
- Required data is missing (see Data Definitions and Codes).
- No students reported for a program.

Correcting in the Excel Template

When the **Programs Reported** section of the **Report Status** page shows "Error" links, it means there are one or more errors in the data. Click "View all current report errors" to see a list of errors, print it out and use it to correct errors. Uploaded Excel files can be corrected offline, in Excel, and re-uploaded to the WBDRS. The corrected file will over-write the previous file.

Current Report Error Details

Any errors in your report are listed below. You can print this list or export it to an Excel file. Fix errors using the Student Data page, or fix them in your original Excel file and re-upload. Questions about errors? Contact us for assistance.

Print Export
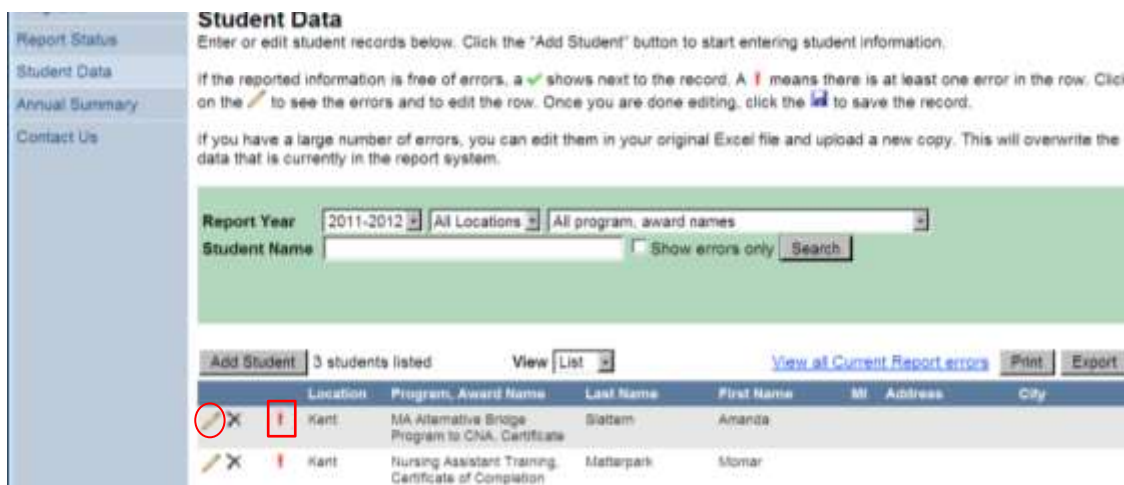
Location	Program, Award	Student Name	Error Description
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Address is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	City is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Enrollment Status is either missing or invalid.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Gender is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Must enter a valid zip code.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Phone number, with area code, is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Prior Education is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Start Date is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	State is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Zip Code-5 digit is required.
Seattle	Veterinary Technician, AOS	Worried, Unnecessarily Y	City is required.
Seattle	Veterinary Technician, AOS	Worried, Unnecessarily Y	Exited students must have a valid exit date.
Seattle	Veterinary Technician, AOS	Worried, Unnecessarily Y	Must enter a valid zip code.

Questions about the errors you see? Feel free to contact us at datareporting@wtb.wa.gov or call (360) 709-4611.

Correcting in WBDRS Student Data Form—List View

Errors can also be corrected within the system using the Student Data Report Form. *There are two ways to view the Student Data*. The first (default) is "List"—a wide, horizontal form that requires scrolling to see the entire record. The second is "Form," which brings up the first student in a single page. Switch back and forth between list and form views with the "View" dropdown.

To view and edit records with errors, click on the "Errors" link to go to the **Student Data** page showing only the student records for that program. The student data will display in a wide form ("List" view), similar to a spreadsheet. Records with an error will have a red ! next to it. To see the error message, you must switch to "edit" mode by clicking the ✎.

After clicking on the pencil to correct errors, the form will appear in an editable format, which will be horizontal across the page. Scroll to the right until an error message is displayed.
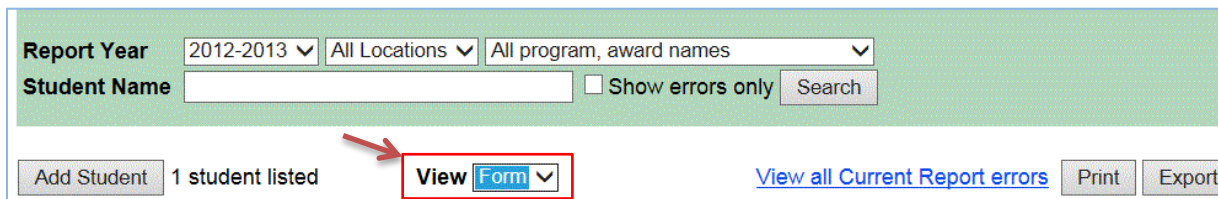
After all errors are fixed, scroll left to the beginning of the form and click the save symbol. If all errors were corrected, the ! will change to a ✓.

Correcting in WBDRS Student Data Form–Form View

The second form, View, brings up the first student in a single page. As with the List view, choose to view all or choose a student by name. Click on the navigation buttons to find and correct students with an error. All errors will be listed in red.

In order to make changes to the data, click on the pencil (found in the upper right hand of the form).

Editable student data form in Form View mode:

SMART TIP: As with the List view, Form view gives the user error messages for errors that must be corrected before the student data can be submitted to WBDRS.

Submitting your Report

Once all errors have been corrected and each student record is connected to the correct program title/award type/location, it is time to submit your report to the Workforce Board for review. Go to the Report Status page and certify that your report is correct and click the "Submit" button.

> Once you have passed all edits and you are certain that your report is correct, certify and submit your report.
> ☑ I certify this report is correct.
>
> Submit Report

You will know that the data report has been received by the Workforce Board when the Congratulations! box appears at the bottom of the Report Status page.

> Congratulations!
> Your student data report has been successfully submitted.

A submitted report is NOT a final report. The Workforce Board will review the report for errors not caught in the initial submission that may need attention. Workforce Board staff will either call or email you in that event.

Step 7

Annual Summary

To view a report history of data submitted in past years, you can visit the Annual Summary page, choose the report year, location, and program(s) and click Search. The most recent year's report, all locations, and all programs are the default view.

Name of data contact who filed the data report and date report was filed.

Have questions?

If you have questions and cannot find the answers in this guide, call us at (360) 709-4611 or email at datareporting@wtb.wa.gov. Expect a response within one business day.